



INTERNSHIP PROGRAM Frequently Asked Questions (FAQs)

1. What is an Internship?

An Internship is a non-paid professional training position. The Internship Program combines two components:

- Study Component - English language, diploma or university studies; and
- Internship Component – a placement with a company relevant to studies or profession.

2. What level of English do I require?

Your English must be at an Upper Intermediate level (eg IELTS 6.0) (and is dependent on the nature of the Internship position) before you can undertake the Internship component of your program. To ensure that you will achieve this, Phoenix Academy, as part of the application process, will advise the agent of:

- Recommended study duration required to reach required level; and
- Recommended courses to best achieve required level within recommended study duration.

3. How many hours do I study per week?

During the Study Component of the Internship Program you will study full time, which means:

- 20 hours per week if studying an English language course; or
- As per the university timetable if studying a university course.

4. What kind of visa will I need to undertake the Internship Program?

Phoenix Academy will assist you in applying for the visa you will require for your Internship, once an Internship placement has been secured for you. The visa options for the Internship Program are the Special Program Visa (visa sub-class 416) or the Working Holiday Visa (only available for applicants from certain countries). In some circumstances a student might enter Australia on a Student or Tourist Visa before transferring to the Special Program Visa.

5. Where can I expect my Internship to be?

Internships can be arranged in many different industries, here are some examples:

- | | | |
|----------------|--------------------------|----------------------|
| · Accounting | · Health | · Media & Journalism |
| · Banking | · Hospitality | · Sales & Marketing |
| · Architecture | · Human Resources | · Photography |
| · Arts | · Information Technology | · Sport |
| · Education | · Law | · Telecommunications |
| · Engineering | · Logistics | · Tourism |
| · Government | · Marine Science | |

6. How long is the Internship component of the program?

Internships can vary from six (6) to twenty four (24) weeks depending on English language, diploma or university courses studied, and visa class.



7. How long does it take to process my Internship application?

Applications must be submitted a minimum of 12 weeks prior to course commencement to allow enough time for an Internship placement to be secured and visa processing to occur. Applications must include evidence of English proficiency – this can be in the form of an external examination or the Phoenix Offshore Assessment Test.

8. What other conditions apply to the Internship Program?

Here is a checklist of Phoenix Academy's application and enrolment conditions – you must:

- o Be aged between 18 and 30 years old;
- o Provide a completed Phoenix Academy Application Form;
- o Provide proof of your English proficiency as outlined above ie IELTS 6.0;
- o Provide your current résumé and bring an electronic copy with you;
- o Provide a statement of results from your university;
- o Provide a statement from your university or employer, endorsing the Internship (as per the attached example);
- o Provide a statement of your Internship objectives which includes who you are as a person (eg outgoing, curious, desire to improve the world), what you have already learned through your study (eg negotiating skills, analytical skills), what you would like to achieve during your Internship (in a broad sense, eg better understanding of Australian marketing practices) and what benefits (skills, experience, personality) you can bring to the host employer that offers you an internship;
- o Provide evidence of financial support (eg bank statements) to demonstrate that you have sufficient funds for the length of your stay; and
- o Provide evidence of medical, accident, travel and personal liability insurance that must be approved by Phoenix Academy. Should you require assistance with securing this insurance, please let us know.



Name:

General Information:

Present Occupation	<input type="text"/>
Intended Study Completion Date (if student)	<input type="text"/>
Intended Degree (if applicable)	<input type="text"/>
Intended Final Career	<input type="text"/>

Please list your academic qualifications (provide certified translated copies of academic transcripts):

Course	Length	Institution	Results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list your work information:

Job Title	Length of Employment	Employer	Duties
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred internship field (eg accounting, marketing):

First Preference	<input type="text"/>		
Second Preference	<input type="text"/>		
Third Preference	<input type="text"/>		
Internship Length	<input type="text"/>		
Preferred Start Date	<input type="text"/>	Preferred Finish Date	<input type="text"/>

Enrolment Requirements

- Completed Application Form (Internship Application Form and Phoenix Course Application Form)
- Current Curriculum Vitae
- Evidence of English Language Level
- Academic Transcripts (originals + translation)
- Statement of Work Objectives (eg how the internship relates to your current job or studies)
- Evidence of Financial Support (eg bank statements)
- Evidence of Medical, Accident, Travel and Personal Liability Insurance

Enrolment Conditions

Normal Phoenix Academy Refund Conditions apply and in addition, students are required to sign a declaration stating that they understand the following conditions:

By signing this declaration, you agree that Phoenix Academy (PA), its officers, employees, representatives and agents shall not be held responsible or be under any liability as far as permitted by the law of Australia. No claims may be made against PA for the intern's death, bodily injury, disability, loss, damages or property damage which may be sustained by the intern or which may be caused by the intern in connection with or during the period of the intern's attendance at any premises owned, leased, operated or controlled by PA or the host organisation, the intern attending activities or excursions or in any accommodation arranged for the intern or at any University campus or property at which the intern may be enrolled.

I declare that the information supplied in this application and supporting documentation is true and complete. I understand that PA reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree that I have read, understood and agree to be bound by the conditions of enrolment, including the Cancellation and Refund Policy of PA for the Internship Program and the courses I choose to study in.

Student Signature:

Date:



Agreement Date: [Date]
Between: [Student Name]
And: [Employer Name]

Whereas:

- A. STUDENT NAME will gain an unpaid, full-time internship position for the agreed duration with COMPANY.
- B. The training to be completed by STUDENT NAME is as set out below and STUDENT NAME accepts the terms and conditions of the position stipulated by COMPANY.
- C. COMPANY will provide STUDENT NAME, on completion of this placement, with a statement indicating duties and performance throughout the duration of the placement.

Now it is agreed as follows:

1. Duties and Responsibilities

- 1.1. COMPANY shall:
 - 1.1.1. Provide an internship position for STUDENT NAME for the period stipulated under the supervision of EMPLOYER.
- 1.2. STUDENT NAME shall:
 - 1.2.1. Commence training on **[start date]** and finishing on **[finish date]**. Your hours of work will be, **[days per week], [times]**, unless otherwise negotiated with COMPANY.
 - 1.2.2. Perform designated assignments as directed by EMPLOYER which will include:
 - 1.2.3. Complete all tasks requested in a professional and efficient manner as outlined in the document provided entitled 'Professional Conduct in the Work Place'.
 - 1.2.4. Adhere to COMPANY policy with regard to the standard of dress for the duration of the placement ie business attire.
 - 1.2.5. Maintain honest and professional work practices for the duration of the placement.
 - 1.2.6. Understand that the cancellation of the arrangement must be approved by Phoenix Academy.

2. 3. Term

- 3.1. The term of the agreement shall be for a period of [length of internship] commencing on [start date] and continue up until [finish date].

4. Confidential Information

- 4.1. STUDENT NAME shall not, except as authorised by the General Manager, use for his/her benefit or gain or divulge to any persons or other organisations whatsoever any confidential information relating to work carried out at COMPANY. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than by way of authorised disclosure.
- 4.2. All confidential records, documents and other papers provided by COMPANY, together with any copies or extracts thereof, made or acquired by STUDENT NAME during the course of the contract shall remain the property of COMPANY.
- 4.3. 'Confidential Information' shall include all information, which has been specifically designated as confidential by COMPANY and any information, which relates to the commercial and financial activities of COMPANY, the unauthorized disclosure of which would embarrass, harm, or, prejudice COMPANY. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.

5. Termination

- 5.1. Should STUDENT NAME fail (save in a trivial way) to observe, comply or fulfil his obligations with COMPANY under their agreement, then COMPANY may terminate the Agreement by giving notice of termination writing to STUDENT NAME and the Agreement shall terminate upon giving of such notice.
- 5.2. One week's written notification is required from STUDENT NAME for cancellation of this Agreement with COMPANY.
- 5.3. If the contract is terminated, STUDENT NAME must notify Phoenix Academy without delay.

I, STUDENT NAME, have read and accept the terms and conditions of the Internship Training Agreement, in relation to my placement with COMPANY.

STUDENT NAME
Signature:
Date:

I, EMPLOYER, as the work place supervisor designated in this agreement, have read and accept the terms and conditions of this Internship Training Agreement.

COMPANY
Signature:
Date: